

Getting Started: Procedures for Grants.gov

Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is the single access point for over 900 grant programs offered by the 26 Federal grant making agencies. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that will have an unparalleled impact on the grant community.

Note:

This year there is an Agency-wide push for all competing grant applications to be submitted electronically. Last year many potential grantees experience up to two weeks to complete the following six Get Started Steps below. Now is the perfect time to begin this process to avoid the deadline crunch.

Get Started Step 1 - Register with Central Contractor Registry (CCR)

Your organization will also need to be registered with Central Contractor Registry. You can register with them online. This will take about thirty minutes. You should receive your CCR registration within three business days (*This may take up to as many as 10 to 14 business days*). Important: You must have a DUNS number from Dun & Bradstreet before you register with CCR. Many organizations already have a DUNS number. To investigate if your Tribe/organization already has a DUNS number or to obtain DUNS number, contact Dun & Bradstreet at 1-866-705-5711. This will take approximately ten minutes and is free of charge. Please be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grants applications through Grants.gov.

Note:

Your Tribe/organization will also need an EIN number, if you haven't already obtained it. The following link will provide information on how to obtain an EIN number. [Employer ID Numbers \(EIN\) - Where to Apply for an EIN](#)

Get Started Step 2 - Register with the Credential Provider

You must register with a Credential Provider to receive a username and password. This will be required to securely submit your grant application in Grants.gov (*This may take up to as many as 3 to 5 business days*).

Note:

Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.

Get Started Step 3 - Register with Grants.gov

The final step in the Get Started process is to register with Grants.gov. This will be required to submit grant applications on behalf of your organization. After you have completed the registration process, you will receive email notification confirming that you are able to submit applications through Grants.gov.

Get Started Step 4 - Log on to Grants.gov

After you have registered with Grants.gov, you can log on to Grants.gov to verify if your registration process was successful, to check the application status, and to update information in your applicant profile, such as your name, telephone number, email address, and title. In the future, you will have the ability to determine if you are authorized to submit applications through Grants.gov on behalf of your Tribe/organization.

Get Started Step 5 - Download an Application Package

Once a grant opportunity is located, check to see if it is available to apply online through Grants.gov. You will need to enter the Funding Opportunity and/or CFDA number to access the application package available on Grants.gov. In order to view the application packages and instructions, you will need to download and install a program called [Pure Edge Viewer](#) that is relatively small. This program allows you to access, complete, and submit applications electronically and securely.

Note:

If you have a problem installing Pure Edge Viewer, it may be due to the fact that you do not have security permissions to install a new program on your computer. Many organizations have rules about installing new programs. If you have any problems/questions contact your system administrator.

Get Started Step 6 - Find Grant Opportunities

Start your search for IHS and Federal government-wide opportunities and register to receive automatic email notifications of new grant opportunities as they are posted to the site by accessing the [Find Grant Opportunities](#)

This Grants.gov [Help](#) link will take you directly to Grants.gov so that you can click on help in the upper right-hand corner of the website if you need additional assistance.